

Request for Clarification and Response

1. The RFI states the requirement to scan/convert a substantial volume of paper records into digital files. Please provide an estimate of the following;
 - a. Number of paper records/files
 - b. Estimated number of pages per record/file
 - c. Estimated number of boxes
 - d. Estimated number of pages (single or duplex)

There is not a quantitative answer that can be provided for this question because each file varies in size. It is estimated that currently, the Department of Corrections houses around 26,000 inmates. Each day, Board Operations receives and processes timesheets from the Department of Corrections that range from 300-500 pages in volume. The number of files that the Board generates from information received can exceed 300 files per week. One file could contain 20 pages of documentation for an inmate newly admitted to DOC versus another inmate who is serving a life sentence with multiple volumes. Additionally, the number of files that will need to be scanned includes those in Board Operations, Field Services, Archives, and Interstate Compact so it is not possible to provide an approximate number.

2. How many years of records will be scanned? Is there a large backfile conversion requirement? Is there a day-forward conversion requirement as well?

All historical records will eventually be scanned.

3. Based on the information provided, it appears that paper records will reside at locations across the state. Will you require the conversion provider to coordinate transportation and pick of materials?

Due to privacy policies, paper records of active cases, are to be scanned/converted on-site. All historical records will eventually be handled by a scanning unit.

4. Is it correct to assume that all conversion services will be conducted at a contractor facility versus on-site?

All conversion services will be conducted on-site.

5. Do you anticipate the RFP to be released with the systems and scanning/conversion requirements combined, or will separate solicitation be issued?

There is currently no anticipation for an RFP to be released. Vendor solutions submitted to this RFI will be reviewed for future RFP consideration.

6. Is it expected that the scanning and conversion of paper records be done in parallel with the selection of and deployment of the new content management system?

It is expected that active paper records be scanned/converted in parallel with the selection of and deployment of the new content management system. Historical records will be scanned/converted by a scanning unit post-deployment, as needed.